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9 November 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Conference Rooms, Directorate of Operations

1. I have now completed the conference room survey which you requested in September. The conclusions below are based on records kept by each component to record actual usage of the rooms for a three-week period in October.

2. The study addressed itself to 20 rooms which appear in Logistics records as conference rooms. Three of these were converted to full-time work areas during the review, and LSD will be requested to change their records. The remainder of this memorandum deals with the other 17 rooms.

3. The study naturally disclosed that some of these conference rooms are used much more than others. I am not aware of any statistics showing what usage one should expect of conference rooms, but most of these were scheduled at least once a day for meetings which ranged from one to three hours. The heaviest utilization was in EA Division, where their two rooms were in use 80 percent of the time for 82 separate meetings during the 15 work days. NE and SB Divisions, with one room apiece, were also slightly above the norm. The room used least is 2 C 40, assigned to CI/OPS. However, this room is used for sensitive external liaison and it would be difficult to relocate these meetings. Additionally, the location of the room and its size and configuration would make it impractical for office space.

4. The survey also disclosed that these conference rooms are used for a variety of purposes. In addition to the personal staff meetings, they are used for Career Service Panel meetings, operational discussions, Management Advisory Group sessions, temporary office space for visiting Chiefs of Station, Division budget hearings, crisis planning and task force space,

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language lessons given by OTR, official luncheons, external liaison meetings, negotiations with contractors, training seminars, etc. The ISG conference room in 1 D 3439 was also used by the Office of Medical Services for the Agency's flu shot program.

5. At the present time there are only three DDO components which have more than one conference room. Services Staff has rooms 3 D 03 and 1 D 35, and both are used daily. As noted above, 1 D 35 is used for a variety of purposes by non-DDO components. EUR and EA Divisions have two each. In each case, one of the two is a small room which adjoins the Division Chief's office and which would be difficult to convert to any other use.

6. It is true, of course, that some of these rooms could be used more, and they are available for use by other components if they are needed. I will be glad to work with LSD to develop a referral system whereby selected conference rooms could be made available to other users. The DDO components understand that no additional space will be made available to them and that any new space requirements may have to be met by converting conference rooms to office space. Because these conference rooms are usually located in interior space in the center of the responsible component, it would not be feasible to convert them into office space to be used by some other component. On the whole, the DDO space requirements in Headquarters Building can be met within space presently assigned.




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Special Support Assistant to the DD/M&S

Mr. Downman

STAT

 is
telling you that They
have looked at the
conference rooms in the
DOO and while They
find some that could
be used more, they find
none that could be
converted to any other
purposes.

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